

TOWN OF NEWINGTON
TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE
SPECIAL MEETING MINUTES

September 30, 2020

Zoom Event

RECEIVED FOR RECORD
IN NEWINGTON, CT
2020 OCT -5 AM 11:2
James Krupinski
Town Clerk

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:01 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko, Chris Miner, Rod Mortensen, Ed Murtha, and Don Woods. Others participating: Frank Tomcak, Downes Construction Company; Tom Arcari (participated after 5:50 PM) and Chris O'Neill, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; Paul Boutot, Chief Information Officer; James Krupinski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Mortensen made a motion that the minutes of the September 2, 2020 meeting be approved as written. A second to the motion was made by Mr. Murtha. The motion then passed by a vote of 6 YES to 0 NO.
- IV. Public Participation – None.
- V. Project Update – Presented by Mr. Tomcak. He began by presenting a financial summary of the project. It showed approved change order requests totaling \$943,080.19. If the Change Order Proposals (COPs) he is requesting action on this evening, along with the other approximate cost COPs, are approved, he shows the Construction Manager's remaining contingency will be \$251,048.75, and the remaining Owner's Contingency to be \$39,185.23. The Total Project Budget is \$30,473,764.08. Mr. Harpie asked if the combined contingency amount was over \$290,000? Mr. Tomcak replied that it was.
Mr. Tomcak then presented his schedule update. These items included work completed, work in progress, work to start, and other critical items/milestones. Work completed included the gymnasium floor finishing (seal coats and line striping); the gymnasium bleachers (some trim pieces are back ordered, and one motor needs to be replaced); the gymnasium divider; the Parks and Recreation kitchen turnover; Phase 2 abatement (a report was received from EnviroMed that states that all asbestos containing materials have been removed); Phase 2 clean demolition of the interior; and installation of scaffold walkway protection on the west side of the new Town Hall (to provide protection for pedestrians during demolition of the old Town Hall. Mr. Harpie asked about the gymnasium bleachers, is this a permanent solution as requested by the Town Manager? Mr. Tomcak replied that this addressed the clearance issues, and they were permanent modifications. Mr. Harpie added that the Fire Marshal had inspected also. Ms. Budrejko asked about the Americans with Disabilities Act issues with the

gymnasium divider. Mr. Tomcak responded that he hoped they would not add anything to the cost of the project, that it will just be a hardware adjustment to the top of the door. He is hoping it is a simple adjustment. Mr. Miner asked about the seating loss on the bleachers. Mr. O'Neill responded that overall it was 34 total spots.

Work in progress consists of working through the balance of the punch list items; approved change order work (he is waiting for material on a couple of items); and the gymnasium wall padding and floor base (work took place on a Sunday to complete this).

Work to start includes the stair 2 rubber (most of the material is now on site, the rest is at the local vendor's shop); hydro-seeding and plantings for Phase 1 (this started September 29th); and Phase 2 building demolition (heavy demolition is to start shortly; participation from The Metropolitan District and EverSource is needed).

Under other critical items and milestones, Mr. Tomcak stated that these included expediting the building demolition (they have been working weekends to get back on track and to keep the project on schedule); and the balance of Phase 2 activities (sitework, concrete, masonry, paving and landscaping). Mr. Miner asked if the demolition subcontractor's contract included premium time? Mr. Tomcak replied that premium time was not within their contract. He expected that this would be paid out of the Construction Manager's contingency.

Mr. Tomcak then presented the nine COPs he was requesting action on at this meeting. These are #249, standby power for Newington Community Television, for \$3,842.01; COP # 286, remove and replace locksets at department entries (this is for the key override feature, at 21 locations), for \$8,892.07; COP #288, added gymnasium scope (bleacher modifications, additional plywood protection over the floor, and power for the shot clocks) offset by a credit for gymnasium equipment, for \$2,386.09; COP #292, exterior camera/Wireless Access Point adjustments (there is new stone around the building; some allowances are built into this amount), for \$21,559.00; COP #301, the building commemorative bronze plaque, for \$2,583.00; COP #309, reconcile trade contractors (most of this is from the plumbing subcontractor), a credit of (\$56,880.00); COP #311, remove and replace a condenser piped to a new location (a condenser and a new line set), for \$19,003.15; COP #317, provide alternate thresholds for the gymnasium; (this is coming out of the Construction Manager's contingency, with no change to the GMP); and COP #319, additional scoreboard controller, for \$1,254.00. The total of all these COPs is \$2,640.66.

Mr. Woods asked about the plaque in COP #301. What is on it? Mr. Harpie responded that the Town Manager and all current member's names are on it. Mr. Woods also asked about the stone mentioned with COP #292. When was it damaged, and what will happen as the building ages, will stone need to be replaced? Mr. Tomcak replied that this was from moving cameras, it was not a stone quality issue. Mr. Miner asked if Mr. Schweitzer was tracking the Errors and Omissions COPs. Mr. Schweitzer said that he was. Mr. Miner asked if the condenser was part of the police department? Mr. Tomcak responded that it was intended for the data room that serves the police department. The condenser will sit outside the police station. Mr. Miner rhetorically asked if it should be part of the project or a life cycle replacement. Ms. Budrejko asked about COP #292. The

COP distributed to the Committee has a description that says “out of scope”. Were they in the wrong place? Mr. Tomcak responded that the camera locations were adjusted based on the Town’s needs. Mr. Boutot added that the outside wireless access points and camera locations were provided by staff. The Architect hired D’Agostino and Associates, who evidently did not review the elevation drawings. The heights were off, some were blocked, some were in the wrong location. He believes that Mr. Schweitzer is tracking this.

Ms. Budrejko noted that a design of the plaque was included in the package of COPs given to the Committee. There were a lot of iterations of the Building Committee. Members who were more heavily included previously should be recognized as well. Mr. Harpie replied that he is looking at a smaller plaque for other Building Committee members. Mr. Murtha asked about hydroseeding. Is there irrigation for this area? Mr. Tomcak responded that there was not any sprinkler system there. Mr. Harpie added that if funds are left over the Building Committee should consider something. He deferred to Mr. Woods. Mr. Woods stated that although the area can be maintained manually it is a necessary part of the project, in his opinion. Mr. Miner then stated that Parks and Recreation has been tasked with providing an estimate for an irrigation system. The time to install it was when the lawn area is growing. He felt that it would be nice to tie in the library, too. Mr. Boutot spoke to Mr. Miner’s comments on the condenser. The original unit for the police department was installed by the Town a number of years ago in a crawl space. It was identified early on that it had to be relocated and replaced. It could not be saved. The dispatch area design originally called for 6 tons of cooling. The unit was value engineered down to 3-1/2 tons. This unit provided supplemental cooling. Mr. Murtha asked about age for these units. Mr. Boutot responded that the unit was probably installed about a year after the police department was constructed. Split system units normally have a fifteen-year life span. Mr. Miner asked if it made sense to include this in the Capital Improvement Plan, as he felt that it had nothing to do with this project. Mr. Boutot stated that this could certainly be discussed with the Town Manager. The police department building still has heating and cooling needs. Other spaces may have HVAC (heating, ventilating, and air conditioning) needs. Mr. Miner asked what the scope of the contract was. Mr. Harpie told him that it was not in the original scope, but that it was worn out. Mr. O’Neill stated that he had spoken with Tom Arcari on this earlier. The original plan was that this would be a Capital Improvement Plan project that former Facilities Director Dave Langdon would take on.

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 251, 266, 300, 302, 307, 308, 312, 313, 315, and 318. The latter, #318, is to add a storm line along the north side that will allow demolition to proceed on schedule. Mr. Tomcak was asked about COP #266, for flagpole installations. Was this a typical flagpole installation? He stated that extra engineering was needed to achieve the 5% angle. Mr. Murtha asked if the flags would be lit. Mr. Tomcak replied that both flags would be lit. Mr. Harpie asked about the term “re-work” in the description of COP #318. Mr. Tomcak admitted that was the wrong term to use. Mr. Murtha asked about the size and type of line. Mr. Tomcak replied that this was just a random order of magnitude at

this time, there were no specifics on this yet. Mr. Murtha asked him to respond back to the Committee with that information when it was known. Mr. Miner asked if the main issue on the storm drain was to add a line? Mr. Tomcak replied that it was. Mr. Miner then asked if this allowed them to start demolition before the rest of the work was installed and also remove overflows? Mr. Tomcak responded that that was correct. Mr. Harpie asked if there was a temporary system now? Mr. Tomcak replied that there was a temporary system in the old boiler room. Mr. Harpie asked about COP #300, the refrigeration in Human Services. Mr. Tomcak stated that they didn't anticipate the refrigerators that Human Services put in the room. Councilor Budrejko asked about COP #315, to remove/replace a cracked condensate tank. Was this the cause of the water in the basement? Mr. Tomcak responded that it was. Ms. Budrejko asked: if it was cracked, whose fault that was. Mr. Tomcak responded that it was damaged after it was installed. Mr. Boutot felt that this statement presumes that it was cracked by someone in Town Hall. There has been no storage and limited usage allowed of the basement. Mr. Tomcak stated that he did not know how the damage occurred. It was not cracked when it was installed. Mr. Tomcak informed the Committee that heat would be needed for the stairwell on the east side of the old Town Hall (the section that is not being demolished), and lighting also. Temporary lights are being installed. They are being fed from the old Town Hall.

Mr. Tomcak then presented the photos of the project that he had taken. There were 16 of them. The first showed the finished product of the Grand Hall. Custodial staff had placed a sealer on the floor, which looked good. The second showed the Parks and Recreation kitchen finished product. The inspection was done for this area. There were no issues. The third showed the Parks and Recreation kitchen looking the other way. The fourth showed the gymnasium, with a shiny new floor and bleachers. Final cleaning in the gym took place earlier in the day today. The fifth showed another angle of the gymnasium, showing the bleachers. The sixth showed the west side of the gymnasium. The seventh showed some demolition around the old Town Hall. The windows are out of the old gymnasium to allow for PCB caulk removal. The eighth showed the scaffold protection walkway on the west side of the building. The ninth showed the old Town Hall lobby. The tenth showed the walkway on the west side of the old Town Hall. The eleventh showed the surgical type of demolition needed to separate the old Town Hall from the police department. The twelfth photo showed the gutted old building. The thirteenth showed the roof and the type of surgical cut needed to separate the two buildings. The fourteenth showed the old Town Hall chimney. The demolition contractor will use a lift to take it out. He will remove a good part of it by hand. The fifteenth shows rubble inside the old gymnasium and demolition inside the building. The sixteenth and final photo shows the walkway down the west side. Mr. Harpie asked about the time capsule from the old Town Hall lobby. Mr. Krupinski told him that it was currently stored in the Town Clerk's vault. Councilor Budrejko asked if there would be full staff on Election Day? Mr. Tomcak said that elections at the old Town Hall did not affect their activities.

Mr. Tomcak said there were no new rejected COPs. The total project is roughly 88% completed as a whole. This concluded Mr. Tomcak's presentation.

- VI. Consider and Take Action on Change Order Requests— Mr. Mortensen made a motion that the Committee accept the nine change order proposals presented at this meeting for review and approval, the COPs (#s 249, 286, 288, 292, 301, 309, 311, 317, and 319) totaling an amount of \$2,640.66. A second to the motion was made by Mr. Murtha. There was no further discussion. The motion passed by a vote of 6 YES to 0 NO.
- VII. Consider and Take Action on Fund Transfers – Mr. Baron requested a transfer out of the Owner's Contingency and into Construction. Mr. Murtha made a motion that the Committee transfer \$2,640.66 from the Owner's Contingency account, account number 31110-9912, to the Construction account, account number 31110-9911. A second to the motion was made by Mr. Mortensen. The motion passed by a vote of 6 YES to 0 NO.
- VIII. Any Other Business Pertinent to the Committee – Mr. Harpie asked about the timing for the Certificate of Occupancy for the gymnasium. Mr. Tomcak replied that they still have the folding partition door handle and signage to address, but that he was hoping for a Temporary Certificate of Occupancy the following day. If new hardware is needed, it will be longer. Mr. Arcari stated that he was aware of the door handle issue. The doors in the partition don't need to be there. You could take them off the hinges. Mr. Tomcak stated that he was not sure that the Building Official would approve of that. Mr. Miner confirmed that the doors are not a code requirement, but rather a program concession. Mr. Murtha asked about a Grand Opening and the schedule. Mr. Tomcak stated that the schedule took them to the end of the year. Mr. Harpie stated that any Grand Opening would be determined by the Town Manager, based on limitations presented by COVID-19. Councilor Miner asked about the gross demolition estimate. Mr. Tomcak responded that they hoped to start demolition in the next week.
- IX. Public Participation – Rose Lyons, 46 Elton Drive, spoke about placing the photographs on the Town website and about the plaque.
- X. Comments by Committee Members – Mr. Mortensen said that he had one comment and one question. For future Project Building Committees, such as Anna Reynolds, the library, and Mill Pond Park, the police department condenser is a perfect example: 6 tons of cooling was needed and it was value engineered down to a 3-1/2-ton unit. Value engineering can be a two headed sword. His question: with the coronavirus State third phase of the re-opening in October, will this open up meetings to more of the public? Mr. Miner stated that this had been discussed recently. There was hesitation by some to come out to meetings because of recent exposure or potential exposure. He asked Chairperson Harpie to broach the subject with the Town Manager and the Greater Hartford Health District. Mr. Harpie agreed to do so.
- XI. Adjournment – the meeting adjourned at 6:14 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services